



Memorandum

To: Jeff Montera, Project Manager

From: Angela Frandsen, Quality Assurance Manager *af*

Reviewed by: Krista Lippoldt, Quality Assurance Coordinator for EPA Region VIII RAC

Date: November 4, 2002

Subject: Libby CSS QAM checklist for 10/6/02 to 10/19/02

The following summarizes the QA activities that are being verified biweekly by the QAM for the Libby CSS. These activities are discussed in Section 7 of the CSS Final SAP. This memorandum covers the above-referenced two-week time period.

1. Field Team Orientation

(QAM will attach the signature page for each orientation)

Number of new field team members: 0

Number of field team member orientations: 0

2. Field Form Completion Checks (IFFs and FSDSs)

(QAM will perform a 10% check on completed field forms sent to Helena for evidence that field team members are doing the required QC checks.)

Number of IFFs completed: 212 between 10/6 and 10/19/02

Number of IFFs received in Helena: 252 IFFs shipped to Helena would include those from 10/4 to 10/17 because they are shipped on Fridays

Number and percent of IFFs checked by the QAM for completeness and correctness: 29 (11.5%); 1 form was found with a problem (see attached list).

Corrective Action: List of IFF forms with problems sent to CSS Task Leader for corrective action - see attached list for details on corrective actions taken

Number and percent of IFFs checked by the CSS task leader for completion and correctness: 199, 94%

Number of FSDSs completed: 407 between 10/6 and 10/19/02

Number of FSDSs received in Helena: 406 (FSDSs shipped to Helena would include those from 10/4 to 10/17 because they are shipped on Fridays)

Number and percent of FSDSs checked by the QAM for completeness and correctness: 43 (10.6%); no problems found.

Corrective Action Taken: None required

Number and percent of FSDSs checked by the CSS task leader for completion and correctness: 372, 91%

Comment: The number of IFFs/FSDSs completed and the number of IFFs/FSDSs checked by the CSS TL are not equal due to the timing of when field teams turn in their paperwork. If a field team did not turn in paperwork at the end of one of these two week time periods, that paperwork would be checked during the next two week time period, but entered into the tracking database with a date from the previous time period. Reconciling the discrepancies between these numbers is not deemed important by the QAM.

3. Supplemental Verification of Vermiculite Product

(CSS field team leader to notify QAM by email if this occurs)

Number of occurrences of supplemental verification: None

Addresses of verifications: NA

4. Screening Field Checks

(CSS task leader will check 2% of all properties)

Total number of properties sampled up to 9/21/02: 2639

Total number and percent of screening field checks performed by task leader: 0 checks during this two week time period; 50 (1.9%) properties have been checked overall.

Comment: Several checks were performed on 10/21/02 and are not reflected in the time period of this memo.

5. Field Audits

Field audit conducted when and by whom? None.

6. Field QC Samples

Note: Sampling at the Stimson Lumber property took place during this time period. Field QC samples are presented separately for CSS sampling and Stimson Lumber sampling.

Field Duplicates (1/20)

Number of field samples collected: 714 CSS, 129 Stimson

Number of duplicates collected: 39 CSS, 9 Stimson

Ratio: 1.09/20 CSS, 1.4/20 Stimson

Equipment Blanks (1/day)

Number of days soil sampling occurred: 11 CSS, 6 Stimson

Number of equipment blanks collected: 11 CSS, 9 Stimson

Ratio: 1.0/day CSS, 1.5/day CSS

Aqueous Rinsates (1/day, 3 different weeks throughout field season)

Number of days expected to collect rinsates during the time frame: 0 CSS, 1 Stimson

Number of rinsates collected: 1

Ratio: NA for CSS, 1 rinsate/Stimson sampling

Next time period rinsates expected to be collected: Week of October 28 for CSS

Total number of rinsates collected since sampling began: 13 for CSS and Stimson sampling combined

Comment: No sampling occurred on 10/19/02.

Preparation Duplicates (1/20)

Number of samples prepared by the CDM laboratory: 520 dried

Number of preparation duplicates collected: 27

Ratio: 1.04/20

Preparation Blanks (1/day)

Number of days that samples were prepared by the CDM laboratory: 6

Number of preparation blanks collected: 5

Ratio: 0.83/day

Comment: T. Burgesser was reminded that preparation blanks must be collected at a rate of once per day.

SEM/IR Splits (first 500 samples: 1/5 of IR $\leq 0.5\%$, 1/10 of IR $> 0.5\%$ and $\geq 1\%$)

Total number of samples $\leq 0.5\%$: None yet

Number and percent of SEM/IR splits: None yet

Total number of samples $> 0.5\%$ and $\geq 1\%$: None yet

Number and percent of SEM/IR splits: None yet

Comment: No laboratory yet under contract to perform IR soil analysis. Anni Autio (laboratory coordinator) in charge of arranging this once laboratory is subcontracted.

7. Data Entry Checks (10% of Volpe data entry)

Number of data entries: None (no analytical results)

Number and percent of data entries checked: None (no analytical results – data entry to be checked after analytical data are uploaded into database)

Name of person(s) checking data entries: NA at this time

8. Data Validation

Number of samples validated and reviewed and by whom: None, no analytical results yet

Number of sample results rejected: 0 out of 0

9. CDM Document Review

Documents issued to the client: None

Which ones required Editorial Review and was review conducted? NA

Which ones required Technical Review and was review conducted? NA

Which ones required QA review and was review conducted? NA

Field Record of Deviation/Request for Modification forms completed and sent to EPA for approval: None

Overall Comments: None

cc: Jim Christiansen, EPA
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Krista Lippoldt, CDM
Dee Warren, CDM
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Terry Keller, CDM
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Tim Wall, CDM

IFFs that need to be corrected:

Period: Paperwork received for 10/6/02 through 10/19/02

IFF BD#'s	10% QC Check problem found	Corrective Action Taken	Date Corrected
BD-002706	LVAI was observed falling down into house from attic. However, Not Applicable was circled for the exposure assesement because the residents do no go into the attic. The IFF should be revised to indicate some exposure because the LVAI is falling into the living space.	Team member, P. Opem made correction to field form	11/7/2002

CSS INFORMATION FIELD FORM (continued)

Address: 4996 HWY 2 SBD# 002706

Data Item	Value	Notes
EXPOSURE ASSESSMENT		
Type and Frequency of Activity Near Vermiculite Material - Indoor	Frequency: <u>Once a day</u> Once a week Once a month Once a year <u>Not Applicable</u>	Not Applicable applies when no vermiculite is present on the property. <i>Don't go up in attic</i>
	Duration of Contact: <u><1 hour</u> 1-2 hours 2-4 hours >4 hours <u>Not Applicable</u>	
	Extent of Contact: Heavy Moderate <u>Light</u> <u>Not Applicable</u>	
Type and Frequency of Activity Near Vermiculite Material - Outdoor	Frequency: <u>Once a day</u> Once a week Once a month Once a year Not Applicable	Not Applicable applies when no vermiculite is present on the property.
	Duration of Contact: <u><1 hour</u> 1-2 hours 2-4 hours >4 hours Not Applicable	
	Extent of Contact: Heavy Moderate <u>Light</u> Not Applicable	